

## PCACAC E-List instructions

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### What is the E-List?

The PCACAC e-list is a tool that allows active members to engage in conversations related to higher education. More than one conversation can occur at a time, and all conversations are archived in the 'Member Directory' area of the PCACAC website (accessed via login).

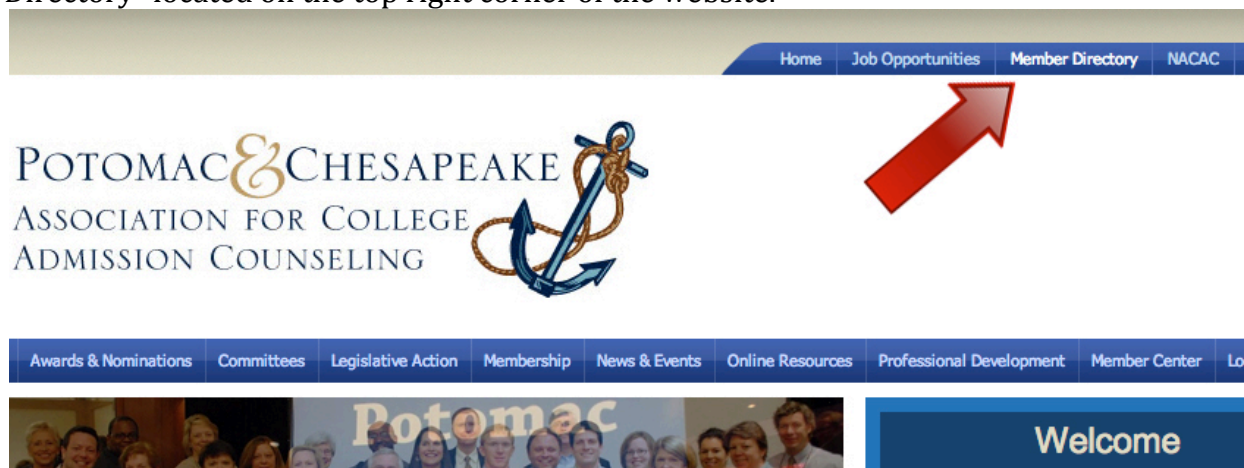
Not only can individuals engage one another in conversation, each individual conversation transcript can be accessed or referred to at a later date, allowing new members to the conversation.

### To join the e-list

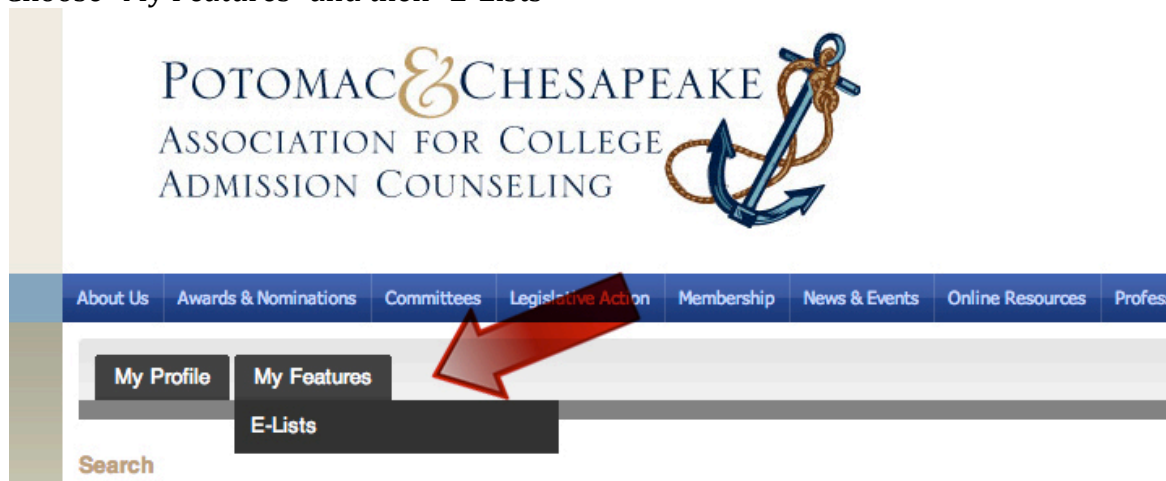
If you're an active PCACAC member, you're part of the e-list! To ensure that you're part of the conversation, make sure your e-mail notifications are set to 'ON.' (see 'To receive e-mail notifications from the e-list')

### To find the e-list on the PCACAC website

First, you'll need to log in to the PCACAC website. Then, go to "Membership Directory" located on the top right corner of the website.



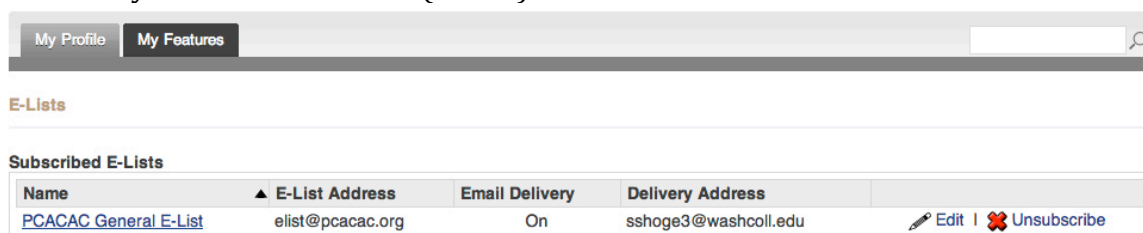
Choose “My Features” and then “E-Lists”



### To receive e-mail notifications from the e-list

Though you’ve been added to the e-list, you have to login to the PCACAC site to turn e-mail notifications on. This is not required to be part of the e-list, but crucial if you’d like to receive an e-mail update when someone posts to the e-list.

After you log in to the PCACAC website, go to “Membership Directory” and then “My Features” you’ll see this screen (below).





If Email Delivery is listed as “On” you’re good to go! If Email Delivery is listed as “Off,” click “edit” and check the “Email Delivery” box and click “save.”

The screenshot shows the 'My Features' tab selected in the top navigation bar. Below it, the 'E-Lists' section is visible. A table titled 'Subscribed E-Lists' contains one entry: 'PCACAC General E-List' with the address 'elist@pcacac.org'. An 'Edit E-List' dialog box is open, showing the following details:

- E-List: PCACAC General E-List
- E-List Address: elist@pcacac.org
- E-List Description: General E-List for PCACAC members
- Email Delivery: ☒
- Notification Email Address: sshoge3@washcoll.edu

At the bottom right of the dialog box are 'Cancel' and 'Save' buttons.

### To turn e-mail notifications off

If you don’t want to receive e-mail notifications at all, then you don’t have to do anything. The e-mail delivery mode automatically starts with “OFF.” You have to elect to receive e-mail notification from the e-list.

If you’ve previously turned notifications on and would like to turn them off, log in to your PCACAC account, go to “Member Directory” then to “My Features” and edit your e-list notification to “OFF.” (A pop-up screen will appear; simply uncheck the Email Delivery box and click ‘save.’)

This screenshot is identical to the one above, showing the 'Edit E-List' dialog box with the 'Email Delivery' checkbox checked. It illustrates the state of the system when notifications are currently turned on.

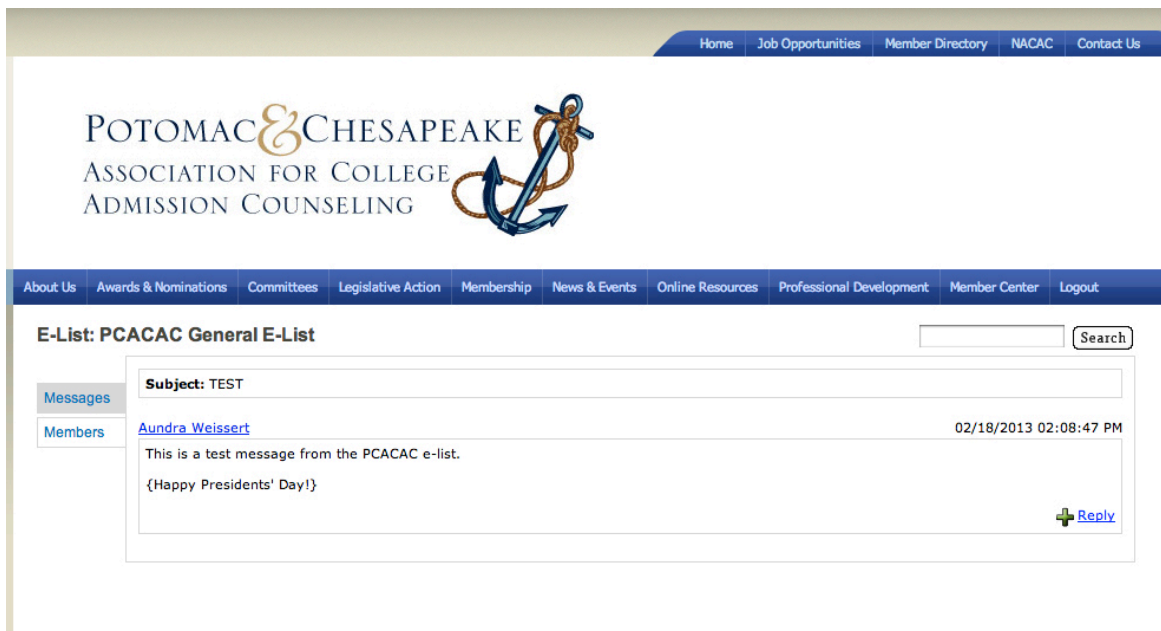
## To send a message

Any active member can send a message to the e-list. Simply send an e-mail to

**[elist@pcacac.org](mailto:elist@pcacac.org)**

All active members who have elected to receive e-mail notifications will receive your initial message. Any replies to your message will only be directed to you, to help keep PCACAC members' e-mail boxes uncluttered.

All e-list conversations will be archived in the "Membership Directory" tab, under "My Features." You can access these archives at any time.



The screenshot displays the PCACAC website's navigation and e-list functionality. At the top, a blue navigation bar includes links for Home, Job Opportunities, Member Directory, NACAC, and Contact Us. Below this, the PCACAC logo and name are prominently displayed. A second blue navigation bar contains links for About Us, Awards & Nominations, Committees, Legislative Action, Membership, News & Events, Online Resources, Professional Development, Member Center, and Logout. The main content area is titled "E-List: PCACAC General E-List" and features a search bar. On the left, a sidebar with "Messages" and "Members" tabs is visible. The "Messages" tab is active, showing a message from Aundra Weissert dated 02/18/2013 02:08:47 PM. The message content reads: "Subject: TEST", "This is a test message from the PCACAC e-list.", and "{Happy Presidents' Day!}". A "+ Reply" button is located at the bottom right of the message box.

Home Job Opportunities Member Directory NACAC Contact Us

POTOMAC & CHESAPEAKE  
ASSOCIATION FOR COLLEGE  
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E-List: PCACAC General E-List

Search

Messages

Members

**Subject:** TEST

[Aundra Weissert](#) 02/18/2013 02:08:47 PM

This is a test message from the PCACAC e-list.

{Happy Presidents' Day!}

+ Reply